



Regional Director Finance Guide

2011-2012 Competition Season

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I Introduction

This guide complements the *Regional Director Handbook*, and outlines specific guidelines and procedures related to budget determination, expense requests, and refunds. It is the responsibility of every regional director to be aware of these guidelines and procedures.

The *Regional Director Finance Guide* is maintained by the NCTTA Finance Committee, and approved by the NCTTA Board of Directors. Any questions can be addressed to: treasurer@nctta.org

2 Regional Director Budget Determination

The primary goals of providing a guaranteed budget to Regional Directors are to:

- ▶ Ensure that divisional and regional competitions are run professionally and in accordance with the NCTTA rules and regulations.
- ▶ Support recruiting and marketing efforts in the region, thereby promoting overall growth of collegiate table tennis.

Each regional director's annual budget is determined by the finance committee prior to the start of the season. Total funds available for RDs are allocated using the following criteria:

- ▶ Fixed amount per region (40%)
- ▶ Variable amount based on the number of schools in the region (30%)
- ▶ Variable amount based on the geographical size of the region (30%)

Starting with the 2012-2013 season, budgets may also be adjusted based on a regional director's prior season performance review.

Check the Regional Director Handbook for additional details.

Table 1 is an example of how standard budgets could look like at the start of the season:

DISTRIBUTION of Standard Allocation Across Regions				
Total Standard Allocation				\$ 18,000
Split by fixed amount		40%		\$ 7,200
Split by #schools ratio		30%		\$ 5,400
Split by avg. distance facto		30%		\$ 5,400

		# A Teams	Dist. Factor	
R1	Northeast	27	1	
R2	Mid-Atlantic	23	4	
R3	South	28	5	
R4	Great Lakes	26	4	
R5	Midwest	20	6	
R6	West	25	10	
	Total	149	30	

Final Budgets	Fixed	Teams	Geography	Total	
R1	Northeast	\$ 1,200	\$ 979	\$ 180	\$ 2,359
R2	Mid-Atlantic	\$ 1,200	\$ 834	\$ 720	\$ 2,754
R3	South	\$ 1,200	\$ 1,015	\$ 900	\$ 3,115
R4	Great Lakes	\$ 1,200	\$ 942	\$ 720	\$ 2,862
R5	Midwest	\$ 1,200	\$ 725	\$ 1,080	\$ 3,005
R6	West	\$ 1,200	\$ 906	\$ 1,800	\$ 3,906

Table 1: Standard Budget Allocations per Region.

While the standard budget should be sufficient to cover most regions' expenses for the season, special occasions arise and sometimes higher expense levels may be justified. To this purpose, each year NCTTA will also set aside a "special request fund" (see [section 3.4](#) for further details).

3 Expense Request Process

The following flowchart illustrates the expense (and expense approval) request process. Explanation regarding the various steps is provided in sections 3.1 till 3.5.

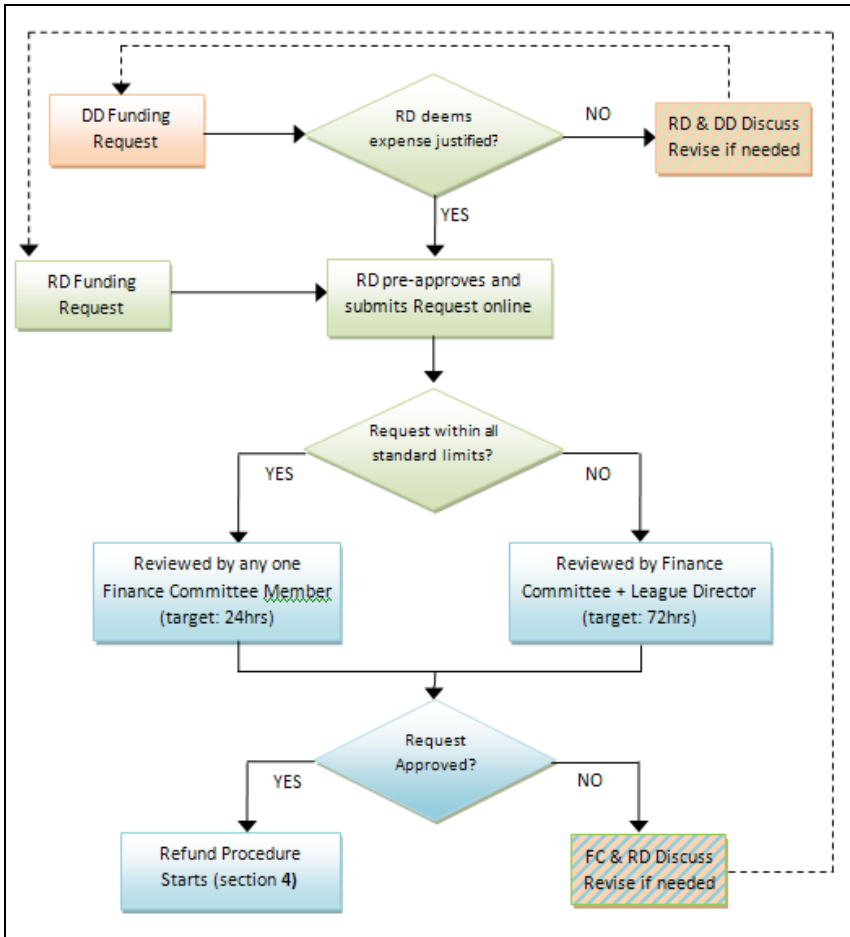


Figure 1: Expense Request Process Flowchart

3.1 Division Director Funding Request

- ▶ Division directors have to e-mail their expense request, with a sufficiently detailed justification, to their regional director.
- ▶ Regional directors review the request, and determine whether the expense seems justified. Regional directors should take the following factors into consideration:
 - ▶ Regional director allocated budget and category limits ([Table 2](#)).
 - ▶ Current expenses to date.
 - ▶ Planned and/or likely expenses required in the region for the remainder of the season.
 - ▶ Necessity or impact of filling the divisional expense request.
- ▶ If the regional director concludes that the expense is justified, he/she (implicitly) pre-approves the division director request, and submits it online via the NCTTA *standard expense request form* ([Appendix B](#)).
 - ▶ Links to the online form will be provided at the start of the season to all the regional directors.
- ▶ If the regional director concludes that the expense is not justified (or is too low on the priorities for the region), he/she should provide an explanation to the division director and help them look for alternative solutions.

If you are not sure whether you can handle a particular situation, feel free to get help from the NCTTA League Director and Treasurer. You can also check whether useful info is available on the Hub from fellow regional directors.

3.2 Regional Director Funding Request

Regional directors will submit their own requests for funding. Similar to the division director requests, they will submit it via the NCTTA online *standard expense request form* (see [Appendix B](#)).

3.3 NCTTA Standard Expense Request Approval Process

A “*standard request*” means that the season’s total, category, and subcategory limits are not exceeded. An example illustrating how the various spending limits could look like is shown in [Table 2](#).

- ▶ Additional details and expense examples for each category are listed in [Appendix A](#).
- ▶ Standard requests will be reviewed by any (single) member of the finance committee, who will then either approve or reject the expense request.
 - ▶ As a further illustration of the process, see example 1 below.
 - ▶ For standard requests, approval is mostly automatic, as long as pre-defined limits have not been exceeded, and sufficient description is provided so that the finance committee can verify whether the expense fits within one of the categories outlined in Table 1.
 - ▶ Typically, standard requests will be approved or rejected within 24 hours.

Example 1: Standard Expense Request

Seemant, the Mid-Atlantic Regional Director, receives an e-mail from Jim, one of his division directors. Jim explains that the only venue with quality tables to host the spring division tournament charges visitors \$5/person. The total cost for about 40 visitors would be \$200. After checking other campus venues and calling local USATT clubs, Jim and Seemant agree that the expense is justified. Table 2 shows that \$370 is available under “2.1 Divisional tournament venue”.

Seemant checks his year-to-date spending report: he sees that he is well below his season limit of \$2,754, and has not yet used any funds under category 2 this season. Next, Seemant fills out the online “standard expense request form” (Appendix B).

Shortly thereafter, Frank (who is on the finance committee) reviews and approves the expense request. Seemant receives the approval e-mail the next day, and forwards it to Jim. Since Jim fronted the \$200, he scans and e-mails the receipt from the gym coordinator a few days after the event, and gets promptly refunded.

	R1	R2	R3	R4	R5	R6
	Northeast	Mid-Atlantic	South	Great Lakes	Midwest	West
Total Season Limit	\$ 2,359	\$ 2,754	\$ 3,115	\$ 2,862	\$ 3,005	\$ 3,906
1. Regional Competition	\$ 1,300	\$ 1,500	\$ 1,700	\$ 1,600	\$ 1,700	\$ 2,100
1.1 Referee/staff	400	400	400	400	400	400
1.2 Venue expenses	590	690	780	720	750	980
1.3 Supplies	150	150	150	150	150	150
1.4 Team travel assistance	310	420	540	460	500	850
1.5 Singles travel assistance	150	210	270	230	250	420
2. Divisions Management	\$ 650	\$ 800	\$ 900	\$ 900	\$ 900	\$ 1,200
2.1 DD Travel Expenses	370	510	650	550	600	1020
2.2. DD Tourney Venue(s)	310	370	420	380	400	520
3. Region Development	\$ 800	\$ 1,000	\$ 1,100	\$ 1,000	\$ 1,100	\$ 1,400
3.1 Marketing & PR	390	460	520	480	500	650
3.2 Outreach events	390	460	520	480	500	650
3.3 RD Travel	190	250	320	270	300	510
3.4 School assistance	-----Special Request Only-----					

Note: See appendix A for definitions, additional details, and examples for each subcategory.

Table 2: Season, category, and subcategories with spending limits per region

3.4 NCTTA Special Expense Requests Approval Process

- ▶ A “special request” occurs when the total season, category, or subcategory limits are exceeded, or when the expense does not fit any of the pre-specified categories.
 - ▶ Note that it is possible that while a particular expense requests does not exceed its subcategory limit, it may still exceed the more general category limit, or the season limit!
 - ▶ To keep track of this easily, the finance committee will make “year-to-date” spending reports available on google documents.
- ▶ Special requests will be submitted via a separate online form (see [Appendix C](#)). It will be reviewed by the entire finance committee and the league director, who will vote to approve or reject the special request. A simple majority (excluding abstentions) is required for approval.
 - ▶ Approval decisions will be driven by the following factors:
 - What is the outstanding amount of (NCTTA) funds available for special requests?
 - Is the expense truly required for the overall success of the region/divisions?
 - Have other (less costly) alternatives been considered and pursued?
 - How well has the RD utilized his/her allocated budget so far (across categories)?
 - ▶ Typically, special requests will be approved or rejected within 72 hours.
- ▶ Example 2 below illustrates the process for a special expense request.

Example 2: Special Expense Request

Will, the Regional Director for the West region, spent \$350 during fall to travel to 2 division meets. Early spring, the Southern California division director resigns due to personal issues. Will volunteers to run the spring tournament, but airfares run around \$300. From Table 2, Will notices that he is currently only \$160 away from hitting the limit (\$510-\$350). In addition, Will's total spending for the season is \$3,200, which is still OK, but getting closer to his season limit (\$3,906).

Will calls Chris, the league director for advice: "Do I have a chance to get this approved as special request"? Chris can't promise anything, but given the circumstances, believes a special request makes sense, and tells Will he'll definitely support it. Will uses the online "special expense request form" (Appendix C), and calls one of his cousins living in the LA suburbs to secure free lodging.

The next day, Will receives a call from Mike who is on the finance committee. Mike wants to make sure the committee gets all the details, asks a few more questions, and promises that a vote & decision will take place soon. The same night, Will receives an approval e-mail granting up to \$450 to cover travel to LA to take the role of division. The finance committee also reminds Will that his budget is becoming tight, and he should not forget that some teams may benefit from travel assistance to make the regional tournament later in spring.

3.5 Expense Request Rejection

- ▶ If a request is rejected, the finance committee will provide a brief rationale. Some of the options available to RDs at this stage include:
 - ▶ Find alternative ways to fund the expense item. For example, by attracting local sponsors, or organizing a fundraising event.
 - ▶ Revise the expense request (e.g. lower the amount, split it if some fits under a different subcategory).
 - ▶ Drop the request.
- ▶ Example 3 below illustrates a rejected expense request.

Example 3: Expense Request Rejection

Randy, Director for the South region, would like to hire Rich, a national-level referee and blue badge umpire to help run the regional tournament. Unfortunately, Rich's rate is \$450, which exceeds Randy's limit of \$400 (see Table 2). Randy fills in the online "special request form", adding in the justification box that so far, he has only used \$100 out of his \$1100 limit under the "Regional Development" category.

Two days later, Randy receives the bad news: the special request is rejected. The finance committee explains that the special request fund is running low, and \$450 for a referee seems high. The fact that Randy has funds left under the regional development category does not help; in fact finance committee members point out that Randy has not shown much progress in terms of recruiting, marketing or outreach, and his mid-season evaluation was on the low-end.

The committee suggests that Randy tries to find a referee willing to do the job for \$400 (as this could be approved as standard request), or manages to raise \$50 via external means in the region (e.g. local sponsor, food donation and sales at regionals).

4 Refund and Prepayment Procedures

Once a regional director expense request has been approved, the default option is for NCTTA to *refund* expenses incurred after submission by the regional director of receipts. In some cases, regional directors may also be able to ask for *prepayment* of expected expenses. Both options are explained below.

4.1 Refund Procedure

- ▶ This procedure is used by default. The regional director will submit receipts, together with a brief description (legend) clarifying each receipt.
 - ▶ Preferably, receipts should be submitted by e-mail to *expenses@nctta.org*
 - ▶ In the title of the e-mail, include the "approval code" that was mentioned in the original expense approval notification.

- ▶ Do not throw your receipts away: instead keep them somewhere safe for 24 months, or mail them to the NCTTA treasurer at: 44 Grove Street, Belmont, MA, 02478.

For mileage costs using a personal car, NCTTA refunds up to \$0.35/mile. Provide a google maps print-out, clearly indicating start and end address.

- ▶ As long as the receipts match the approved request, and remain lower than the approved amount, a refund will be granted.
- ▶ The regional director can choose to receive either a mailed check, or a paypal refund.
 - ▶ Regional directors are responsible for providing and updating their mailing address and/or paypal address!

If the original request came from a DD, it is the RD's responsibility to:

- (1) Make sure the DD collects and forwards the required receipts, and**
- (2) Communicate the "pay-to" information to the finance committee (expenses@nctta.org).**

4.2 Prepayment Procedure

- ▶ This procedure is reserved for large ticket items, or special requests from regional directors. Regional directors will have to mark the appropriate checkbox on the last page of the online expense request submission form.
 - ▶ If you select pre-payment, a finance committee member will contact you personally.
- ▶ Upon approval of the expense request, regional directors will need to secure and forward a (third-party) invoice to the finance committee contact mentioned in the approval e-mail. To be valid, the invoice should clearly state the following:

- ▶ Name and address of the vendor, contractor, or other third-party (for example, venue owner or certified referee).
 - ▶ Service(s) provided and/or goods sold.
 - ▶ Amount billed (including line-items details).
 - ▶ Payment option(s) and instructions.
 - ▶ Invoice should be dated and signed.
- ▶ Once a valid invoice has been received, the finance committee will review it (random checks are performed to verify invoices), prepay the invoice, and inform the regional director.

5 Where to go for help

If you have a question that isn't covered by this financial guide, please contact one of the people listed below as they should be able to help you. We are available to assist you 24/7 with any problems, concerns, or chaos you may or may not encounter. Contact us anytime as we are EAGER to help you do the best possible job as regional director.

First Point of Contact:

Chris Wang
 League Director Representative
divisionrep@nctta.org
 (602) 652-2689

Secondary Contact:

Francois Charvet
 NCTTA Treasurer
treasurer@nctta.org
 (800) 581-6770 ext. 104
 (314) 629-3722 cell
 (800) 581-6770 fax

Additional Contacts:

Contact information for various key people in NCTTA such as board members, committee chairs, division directors, etc. can be found on the NCTTA website (www.nctta.org).

Mail Checks and Payments to:

NCTTA
 44 Grove Street
 Belmont, MA 02478

Appendix A: Standard Budget Spending Limits

Regional Competition: Any expenses related to planning, organizing, and running the regional competition		
Referee and/or Staff	Cost of hiring staff to (help) run the regional competition.	E.g. Chief referee daily stipend; assistant referee travel cost.
Venue Expenses	Cost related to the venue and equipment used to run the regional competition.	E.g. Venue rental; truck rental to move tables; venue “visitor” fees; parking fees; mandatory venue labor costs.
Supplies	Cost of various supplies required to run the regional competition	E.g. Printer toner and paper; power cable; writing board(s)...
Team Travel Assistance	Cost related to travel to participate in teams regional competition.*	E.g. Plane ticket (partial) refunds; hotel (partial) refunds; car expenses (least important).
Singles Travel Assistance	Cost related to travel to participate in singles regional competition.*	E.g. Plane ticket (partial) refunds; hotel (partial) refunds; car expenses (least important).
Division Competition: Any expenses related to planning, organizing, and running any of the division competitions in your region.		
Division Director Travel	Cost related to division directors traveling to their division competition (to run it).	E.g. Car-related expenses; hotel (partial) refunds.
Division Director Competition	Cost related to organizing and running the division competition.	E.g. Small venue rental fees, expenses needed to secure critical equipment or supplies.

Region Development: Any expenses related to promoting and growing NCTTA, and College Table Tennis in your region.

Marketing and PR	See examples, self-explanatory. Creativity not only allowed, but recommended in this area!	E.g. Mailing cost to send out flyers and/or posters to prospective school contacts. Travel expenses to visit and meet with school officials. Purchase items to be raffled out promoting NCTTA...
Outreach events	Expenses to offset costs of (helping) organize local/community events.	E.g. Help organize a TT exhibition; help start of high school league near one of your divisions, with consulting & logistical help from NCTTA; convince college athletes to participate in caritative "10K run"; organize kids TT tournament at local cancer clinic...
RD Travel	Expenses related to regional director travel (in general). This could relate to some of the above categories (e.g. travel to division tournament to help; travel to NCTTA sponsored community event; travel to visit school interested in scholarship program)	E.g. Plane ticket (partial) refunds; hotel (partial) refunds; car expenses (least important).
School Assistance	Direct assistance to specific schools (for example to help them start up an active club and purchase one or two tables) does not fall under standard expenses; however, if you believe there is a good reason for NCTTA to be involved, submit this as special request or contact any of the NCTTA board members or committee chairs.	

Appendix B: NCTTA Standard Expense Request Form

Before the official start of the season, the finance committee will e-mail you direct links to the online standard expense request form. Sample screenshots with basic guidelines are provided below.

Expense Approval Submission - Standard Request

Use this form to submit expense approvals to the finance committee.

This form is for the submission of expenses that fall within your standard budget limits. If you would like to request funds exceeding your limits or outside of the existing categories, please use the "Special Request" form instead.

An updated report showing your budget limits, and the amounts spent or approved since the start of the season can be downloaded from google docs.

If you have expenses covering multiple expense (sub)categories, submit a separate form for each!

Your username (treasurer@nctta.org) will be recorded when you submit this form. Not treasurer?

[Sign out](#)

* Required

Please select your region: *

South ▼

Please select your anticipated expense category. *

Refer to appendix A of the Regional Director Budget Guide for detailed category descriptions and examples.

- Category 1: Regional Tournament
- Category 2: Division Director Management
- Category 3: Region Development

Continue »

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Screen 1:

- Make sure to log-in using your NCTTA username to use the form.
- Select your region from the drop-down menu.
- Select the main category for which you plan to submit an expense request
- Press "Continue"

Expense Approval Submission - Standard Request

Your username (treasurer@nctta.org) will be recorded when you submit this form. Not treasurer?

[Sign out](#)

* Required

Category 1: Regional Tournament Expenses

Please select your anticipated expense subcategory: *

Refer to appendix A of the Regional Director Budget Guide for detailed category and subcategory descriptions and examples.

Venue Expenses

Please enter your expected expense amount. Type in a number, without decimals or special characters (for example "235"). *

If you are not sure, enter slightly more to be on the safe side, while remaining below your budget limits.

250

Brief expense description. *

The description should help reviewers make sure you selected the correct category and subcategory.

We can use the Atlanta AGTTA gym, which has great playing conditions and 12 quality tables. AGTTA has agreed to rent us the venue and tables at a 50% discount ($\$500/2 = \250) for the entire day on Saturday 03/03.

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Screen 2:

- Select the appropriate expense subcategory from the dropdown menu.
- Enter the expected expense amount.
- Enter a detailed description of the planned expense – the description should make it clear why the expense fits under the selected category/subcategory, and also include other details (e.g. rationale for expense/purchase, others alternative considered but discarded).
- Click continue to go on to the final screen.

Expense Approval Submission - Standard Request

Your username (treasurer@nctta.org) will be recorded when you submit this form. Not treasurer? [Sign out](#)

Expense Request Submission

Once you click on the "submit" button below, your request will be sent out to the finance committee. A member of the finance committee will typically review your request within 24 hours.

Once your request is approved, make sure to:

- Keep receipts for any expenses incurred. Invoices are NOT the same as receipts and cannot be accepted. Without appropriate receipts, approved expenses cannot be refunded.
- For mileage expenses, you can either submit actual receipts, or submit a google maps printout showing the start location, end location, and total mileage.

If you have any question, please refer to the Regional Director Budget Guide, or contact expenses@nctta.org.

By default, approved expenses will be refunded to you (soon) after the expenses were incurred. If you need a direct payment, please check the box below.

Please only use the pre-pay option when absolutely necessary - thank you!

I would like to request direct payment by NCTTA for this expense.

Send me a copy of my responses.

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Screen 3:

- In most cases, you will simply hit the submit button to send your expense request to the finance committee. Refer to sections 3.3, 3.5, and 4.1 for further details.
- Sometimes (especially for larger expense amounts), you may need a direct payment from NCTTA for the planned expense. In that case, check off the relevant box.
- It is recommended to check off the second box at the bottom in case you need to review and/or keep track of your submission(s).

Appendix C: NCTTA Special Expense Request Form

Before the official start of the season, the finance committee will e-mail you a direct link to the online special expense request form. Sample screenshots with basic guidelines are provided below.

Expense Approval Submission - Special Request

CAUTION: ONLY USE THIS FORM TO SUBMIT SPECIAL EXPENSE REQUESTS!

Special request are required in the following situations:

- Expense does not fit in any (sub)category.
- Expense fits in a (sub)category but year-to-date limits are reached.

If you have expenses covering multiple expense (sub)categories, submit a separate form for each!

Your username (**treasurer@nctta.org**) will be recorded when you submit this form. Not **treasurer?**

[Sign out](#)

* Required

Please select your region: *

Northeast ▼

Please select your anticipated expense category. *

Refer to appendix A of the Regional Director Budget Guide for detailed category descriptions and examples.

- Category 1: Regional Tournament
- Category 2: Division Management
- Category 3: Region Development
- No category fits my type of expense request

Continue »

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Screen 1:

- Make sure to log-in using your NCTTA username to use the form.
- Select your region from the drop-down menu.
- You can either select a matching category, or pick the last option if your special expense does not fit any of the standard categories.
- Press “Continue”

Expense Approval Submission - Special Request

Your username (treasurer@nctta.org) will be recorded when you submit this form. Not treasurer?

[Sign out](#)

* Required

Category 1: Regional Tournament Expenses

Please select your anticipated expense subcategory: *

Refer to appendix A of the Regional Director Budget Guide for detailed category and subcategory descriptions and examples.

OTHER (does not fit existing subcategories) ▼

Please enter your expected expense amount. Type in a number, without decimals or special characters (for example "235"). *

If you are not sure, enter slightly more to be on the safe side.

350

Detailed expense description + explanation of why the expense will make an important contribution to your region's success. *

Food catering (pizza and drinks) for after-competition player party. This will greatly enhance the camaraderie and help make this a memorable event. As a result, retention should increase. A local Domino's pizza provided a 20% discount as long as we distribute their flyers and give them some advertising.

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Screen 2:

- In the drop-down menu, you can either select an existing subcategory, or pick the last option if your expense doesn't fit well anywhere (which is the case in the screenshot example).
- Enter the expected expense amount.
- Enter a detailed description of the planned expense – for special requests, in addition to a detailed description of the expense, also explain how it would contribute to your region's success.
- Click continue to go on to the final screen.